



## **Municipal Infrastructure Support Agent (MISA)**

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**REPUBLIC OF SOUTH AFRICA**

**TENDER NO:MISA/DWSMP/EC/035/2025/26**

### **APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER FOR THE DEVELOPMENT OF WATER AND SANITATION OPERATIONS AND MAINTENANCE PLAN FOR MAKANA LOCAL MUNICIPALITY**

#### **PROCUREMENT DOCUMENT**

**(Based on NEC3 Engineering – Professional Service Providers:  
Option A)**

**February 2026**

Issued by:

Chief Executive Officer  
Municipal Infrastructure Support Agent  
1303 Heuwel Avenue  
Riverside Office Park, Letaba House  
Centurion, PRETORIA 0046  
TEL: 012 848 5300

**Name of Tenderer:** \_\_\_\_\_

**Total Bid Price:** \_\_\_\_\_

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## **Tender Procedure: Open Tender**

### **Based on**

**MISA Supply Chain Management Policy of 11 May 2023**

**SANS 10845-1**, Construction procurement Part 1: Processes, methods and procedures

**SANS 10845-2**, Construction procurement Part 2: Formatting and compilation of procurement documentation

**SANS 10845-3**, Construction procurement Part 3: Standard conditions of tender

**Preferential Procurement Regulations 2022** (Ref: government gazette no. 47452; dated: 04 November 2022 issued according to the preferential procurement policy framework act (PPPFA), act no. 5 of 2000))

### **Contract Documents**

1. Form of offer and acceptance
2. Contract data
3. Part 1: Data Provided by the Employer
4. Part 2: Data Provided by the Contractor
5. Conditions of Contract: NEC 3
6. Pricing Data
7. Works Information
8. Site Information



## MUNICIPAL INFRASTRUCTURE SUPPORT AGENT

**Tender no.: MISA/DWSMP/EC/035/2025/26**

### APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER FOR THE DEVELOPMENT OF WATER AND SANITATION OPERATIONS AND MAINTENANCE PLAN FOR MAKANA LOCAL MUNICIPALITY

## T1 TENDERING PROCEDURE

### T1.1 TENDERING NOTICE AND INVITATION TO TENDER

Municipal Infrastructure Support Agent (MISA) hereby, invites tenders from suitably qualified Professional Service Providers for the development of Water and Sanitation Operations and Maintenance Plan for Makana Local Municipality.

Only Tenderers who have in their employ Registered Professional Persons in terms of a recognised Professional Body e.g. Engineering Council of South Africa.

The project details are hereunder,

TENDER NO.	PROJECT NAME	NON-COMPULSORY VIRTUAL BRIEFING SESSION PLACE, DATE & TIME	TENDER CLOSING DATE & TIME
MISA/DWSMP/EC/035/2025/26	Appointment of a professional service provider for the development of water and sanitation operations and maintenance plan for Makana Local Municipality	<p>A non-compulsory virtual briefing session will be held on Teams</p> <p>Microsoft Teams meeting</p> <p>Join:</p> <p><a href="https://teams.microsoft.com/meet/35272100072484?p=80nkQC7eYTKU8hFvR0">https://teams.microsoft.com/meet/35272100072484?p=80nkQC7eYTKU8hFvR0</a></p> <p><b>Meeting ID: 352 721 000 724 84</b></p> <p><b>Passcode: FV2bf2VH</b></p> <p>Date: 19 February 2026</p> <p>At 10:00 AM</p>	<p><b>Date: 06 March 2026</b></p> <p><b>At 11:00 AM</b></p> <p>All Bid Proposals to be submitted @ MISA Head office</p> <p>Riverside office Park, 1303 Heuwel avenue, 1<sup>st</sup> floor Letaba House, Centurion 0046</p>

**A non-compulsory virtual** briefing session and site visit will take place at the place and on the date and time shown above unless otherwise amended later. Representative(s) from MISA will meet prospective Tenderers to provide details of the Contract.

The Tender Documents will be available from the **e-Tender Publication Portal** ([www.etenders.gov.za](http://www.etenders.gov.za)) of the National Treasury of the Republic of South Africa from the date of publication of the Notice of Request for Tenders in Government Tender Bulletin and/ or any national media. Any queries related to the e-Tender Publication must be communicated with [eTenders@treasury.gov.za](mailto:eTenders@treasury.gov.za) or by contacting the Office of the Chief Procurement Officer Call Supply Chain Centre on 012 406 9222.

The requirement of submissions is detailed in the Tender Data (Ref: T1.2 Tender Data). The tenderers who satisfy the eligibility criteria as set in the tender documents (Ref: T 1.2 Tender Data) are to submit their tenders.

Bidders must note that by submitting bid proposal you give MISA permission to process or access bidders, members and its directors information in compliance with Protection OF Personal Information Act (POPIA).

Telegraphic, telephonic, telex, facsimile, e-mail and late tenders will not be accepted. Tenderers must submit their tenders using only the tender documentation issued.

Tenders will be evaluated based on preferential procurement framework Act 5 of 2000 and on functionality as prescribed in the Preferential Procurement Regulation 2022.

Requirements for sealing, addressing, delivery, opening and assessment of tenders are stated in the Tender Data.

Issued by:

**Municipal Infrastructure Support Agent**

1303 Heuwel Avenue

Riverside Office Park, Letaba House

Centurion, PRETORIA 0046

TEL: 012 484 5300



## MUNICIPAL INFRASTRUCTURE SUPPORT AGENT

**MISA/DWSMP/EC/035/2025/26**

### **APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER FOR THE DEVELOPMENT OF WATER AND SANITATION OPERATIONS AND MAINTENANCE PLAN FOR MAKANA LOCAL MUNICIPALITY**

#### **TENDER DATA**

The conditions of tender are as contained in the latest edition of SANS 10845-3, *Standard conditions of tender*.

SANS 10845-3 makes several references to the Tender Data for details that apply specifically to this tender. The Tender Data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the provisions of SANS 10845-3 and as contained in the **Standard for Uniformity in Construction Procurement (Board Notice 423 of 2009 Government Gazette No 42622 of August 2019)**, as termed as **SFU**.

Each item of data given below is cross-referenced to the clause in SANS 10845-3 to which it mainly applies.

Clause number	Tender Data
3.1	The employer is the <b>Municipal Infrastructure Support Agent (MISA)</b> , an entity within the South African Ministry for Cooperative Governance and Traditional Affairs (CoGTA), established in terms of Presidential Proclamation No. 29 of 2012.
3.3	The Tender documents issued by the employer comprise the documents listed on the contents page.
3.4	<p>The Employer's Representative is:</p> <p><b>Name:</b> Ms Mapatane Kgomo or Delegated Official</p> <p><b>Physical Address:</b> 1303 Heuwel Avenue, Riverside Office Park, Letaba House, Centurion, Pretoria 0046</p> <p><b>Telephone:</b> 012 848 5300</p> <p><b>Email:</b> <a href="mailto:tenders@misa.gov.za">tenders@misa.gov.za</a></p>
3.5	The language of communications is English

Clause number	Tender Data
4.1	<p><b>ONLY</b> those tenderers who satisfy the following <b>ELIGIBILITY CRITERIA</b> and who provide the required evidence in their tender submission, are eligible to submit tenders and have their tenders evaluated:</p> <p>The tenderer:</p> <ol style="list-style-type: none"> <li>1. In case of a Joint Venture/Consortium submission, shall submit a Joint Venture agreement signed by all parties.</li> <li>2. Is registered in terms of the Companies Act, 2008 (Act 71 of 2008) or Close Corporation Act, 1984, (Act No. 69 of 1984) or, if a partnership, has a partnership agreement (buy and sell agreement for participating partners in this tender) in place that enables the partnership to automatically continue to function in the event of death or withdrawal of one of the partners.</li> <li>3. In case of having a subsidiary arrangement, shall submit an audited proof (letter or shareholding certificate) of agreement between the holding company and the subsidiary.</li> <li>4. Any wrong entry, in case of correction, it must be cancelled by a single stroke and initialled by the Authorised signatory. This <b>APPLICABLE TO FORM OF OFFER AND PRICING DATA.</b></li> <li>5. The tendering entity has professional indemnity insurance cover issued by a reputable South African insurer in an amount of not less than <b>R1 million</b> in respect of a claim without limiting to the number of claims or show documentary evidence (proposal / quotation) of having applied for such cover.</li> </ol>
4.7	<p>The arrangements for a <b>non-compulsory virtual briefing session</b> are as follows: <b>Microsoft Teams meeting</b></p> <p>Join: <a href="https://teams.microsoft.com/meet/35272100072484?p=80nkQC7eYTKU8hFvR0">https://teams.microsoft.com/meet/35272100072484?p=80nkQC7eYTKU8hFvR0</a></p> <p><b>Meeting ID:</b> 352 721 000 724 84</p> <p><b>Passcode:</b> FV2bf2VH</p>
4.12	No alternative tender offer will be considered.
4.13 4.15	<p>The employer's details and address for delivery of tender offers and identification details that are to be shown on each tender offer package are:</p> <p><b>Location of tender box:</b> Reception area of MISA Offices Municipal Infrastructure Support Agent's Office</p> <p><b>Physical Address:</b> 1303 Heuwel Avenue, Riverside Office Park, Letaba House, 1<sup>st</sup> Floor, Centurion, Pretoria 0046 Private Bag X 105, Centurion 0046</p> <p><b>Telephone:</b> 012 848 5300</p> <p><b>Identification details on the Tender package(s):</b></p> <ol style="list-style-type: none"> <li>1. Name and Reference number of the tender;</li> <li>2. Address of the employer;</li> <li>3. Names of the tendering entity and the contact person;</li> <li>4. Physical address and contacting details of the tenderer;</li> <li>5. Date of submission</li> </ol>
4.13.4	The tenderer is required to meet the following conditions in addition to the requirement for eligibility criteria as mentioned in Clause 4.1.

Clause number	Tender Data																											
4.13.5	Tender offer shall be submitted as <b>original, one copy of the original and one scanned copy of the original completed and signed tender documents in a memory stick.</b>																											
4.13.6	Telephonic, telegraphic, telex, facsimile or e-mailed tender offers will not be accepted.																											
4.15	The closing time for submission of tender is as stated in the Tender Notice and invitation to Tender (ref: T1.1)																											
4.16	The tender offer validity period is 120 days, exclusive of closing date but inclusive of the 120 <sup>th</sup> day.																											
5.1	The employer will respond to requests for clarification received up to 7 working days before the tender closing time.																											
5.2	The employer shall issue addenda until 10 working days before tender closing time.																											
5.4	The time and location for opening of the Tender offers are as detailed in the Tender notice and invitation to tender (ref: T1.1) or in any addendum thereafter if applicable.																											
SFU (clause 4.3.1)																												
5.11.9	<p><b>Functionality Criteria.</b></p> <p>A Tender will be DISQUALIFIED from the evaluation and will be discarded from any further evaluation for the following.</p> <ol style="list-style-type: none"> <li><b>failing to meet the minimum requirements for qualifications and or experience for the Contracts Manager.</b></li> <li>scoring an average score below 70 points in Functionality</li> </ol> <table border="1"> <thead> <tr> <th>Quality criteria</th> <th>Evaluation schedule</th> <th>(A) Maximum number of points</th> </tr> </thead> <tbody> <tr> <td>Experience of the tenderer</td> <td>Schedule 1</td> <td>40</td> </tr> <tr> <td>Experience of Key Personnel</td> <td>Schedule 2</td> <td>60</td> </tr> <tr> <td>Contracts Manager – Civil Engineer</td> <td>20</td> <td></td> </tr> <tr> <td>Civil Engineering Technologist</td> <td>15</td> <td></td> </tr> <tr> <td>Mechanical/ Electrical Engineering Technologist</td> <td>15</td> <td></td> </tr> <tr> <td>Environmentalist/ Scientist</td> <td>10</td> <td></td> </tr> <tr> <td>Total</td> <td>60</td> <td></td> </tr> <tr> <td><b>Maximum possible score for functionality (Ms)</b></td> <td></td> <td><b>100</b></td> </tr> </tbody> </table>	Quality criteria	Evaluation schedule	(A) Maximum number of points	Experience of the tenderer	Schedule 1	40	Experience of Key Personnel	Schedule 2	60	Contracts Manager – Civil Engineer	20		Civil Engineering Technologist	15		Mechanical/ Electrical Engineering Technologist	15		Environmentalist/ Scientist	10		Total	60		<b>Maximum possible score for functionality (Ms)</b>		<b>100</b>
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5.13	<p>Tender offers will only be accepted if:</p> <ol style="list-style-type: none"> <li>the tenderer or any of its directors/ shareholders is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector;</li> </ol>																											

Clause number	Tender Data
	<p>2. the tenderer has not:</p> <ul style="list-style-type: none"> <li>a. abused the Employer's Supply Chain Management System; or</li> <li>b. failed to perform on any previous contract and has been given a written notice to this effect;</li> </ul> <p>3. the tenderer has duly completed and signed the <b>SBD 4</b>, Incomplete or unsigned or poorly completed forms will lead to a bidder being declared non-responsive.</p> <p>4. the tenderer is registered with the Construction Industry Development Board in an appropriate contractor grading designation.</p> <p>5. A Resolution of signatory form has been completed and signed by director/s or a letter bearing a letterhead of the tenderer has been attached (specific to this bid) to the bid submission; it must be duly signed by all directors and submitted the bid. Only a duly authorised official can sign the bid.</p>
5.14	<p>The number of paper copies of the signed contract to be provided by the employer is one to the successful Tenderer.</p>
5.17	<p><b>Cancellation and re-invitation of tenders</b></p> <p>MISA may, prior to the award of the tender, cancel the tender if-</p> <ul style="list-style-type: none"> <li>(a) due to changed circumstances, there is no longer a need for the services, works or goods requested; or</li> <li>(b) funds are no longer available to cover the total envisaged expenditure; or</li> <li>(c) no acceptable tenders are received; or</li> <li>(d) Tender validity period has expired; or</li> <li>(e) Gross irregularities in the tender processes and/or tender documents; or</li> <li>(f) No market related offer received (after attempts of negotiation processes)</li> </ul> <p>Where applicable, the decision to cancel the tender will be published in the CIDB website and in the Tender Bulletin or the media in which the original tender invitation as advertised.</p>
	<p style="text-align: center;"><b>TENDER AWARD</b></p> <ul style="list-style-type: none"> <li>A. The tender obtaining the highest number of total points may be awarded the contract, unless the Employer decided otherwise (ref: T1.1 Tender notice and invitation to tender).</li> <li>B. Preference point shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts.</li> <li>C. Point scored must be rounded off to the nearest 2 decimal places. (<i>If the value of the 3<sup>rd</sup> decimal place is 1 up-to 4, the points up to 2<sup>nd</sup> decimal place will be considered and if it is 5 up to 9, 1 will be added to the number at 2<sup>nd</sup> decimal place and the resulting point will be considered.</i>)</li> <li>D. In the event that two or more Tenders have scored equal total point, the successful Bid must be the one scoring the highest number of preference points for B-BBEE.</li> <li>E. However, in the event that two or more Tenders have scored equal point including equal preference points for B-BBEE, the successful tender must be the one scoring the highest points for quality.</li> </ul>

Clause number	Tender Data
	<p>F. Should two or more Tenders be equal in all respects, the award shall be decided by drawing of lottery by the Employer.</p> <p style="text-align: center;"><b>ADDITIONAL CONDITIONS OF TENDER</b></p> <p>The additional conditions of Tender are:</p> <p><b>A. Joint Venture</b></p> <p>Tenders may form a joint venture acceptable to the Employer as detailed in the tender documents.</p> <p><b>B. Costs incurred by Bidder</b></p> <p>The Employer will neither be responsible for nor pay any expenses incurred or losses suffered by any Tenderer in the preparation of the tender or in attending the compulsory briefing session in connection therewith.</p> <p><b>C. Acceptance of Bid</b></p> <p>The Employer does not bind itself to accept the lowest or any Tender or to furnish any reason for the acceptance or rejection of a tender.</p> <p><b>D. Withdrawal of Tender during validity or Failure in signing Contract Agreement at Award</b></p> <p><b>Should a Tenderer</b></p> <ul style="list-style-type: none"> <li>a) Withdraw his Tender during the period of its validity; <u>or</u></li> <li>b) Give notice of his inability to execute the Contract or fail to execute the Contract; <u>or</u></li> <li>c) Fail to sign the Contract Agreement or furnish the required security/ insurance(s) within the period fixed in the Contract Data (ref: C1.2) in the Tender documents or any extended time agreed to by the Employer;</li> </ul> <p><b>then the Tenderer shall be liable for and pay to the Employer –</b></p> <ul style="list-style-type: none"> <li>i. All expenses incurred in calling for fresh Tender, if it should be deemed necessary by the Employer to do so;</li> <li>ii. The difference between Tender's tender and any less favourable tender accepted either by fresh tender being called or by another tender being accepted from those already received;</li> <li>iii. Any escalation of the Final Contract Price resulting from any delay caused in calling for fresh tender or accepting another tender from those already received.</li> </ul> <p>And the Employer shall have the right to recover such sums by set-off against any money which may be due or become due to the Tenderer, under this or any other tender or Contract between the Employer and the Tenderer, or against any guarantee or deposit which may have been furnished by or on behalf of the Tenderer for the due fulfilment of this or any other tender or Contract between the Employer and the Tenderer. Pending the ascertainment of the amount of the Tenderer's liability to the Employer in terms of this Condition of Tender, the Employer may retain such monies, guarantee or deposit as security for any loss, which the Employer may sustain by reason of the Tenderer's default.</p> <p>Provided always that the Employer may exempt a Tenderer from the provisions hereof, if it is of the opinion that the circumstances justify such exemption.</p>

Clause number	Tender Data
	<p><b>E. Repudiation of Tender or Invalidation of Contract</b></p> <p>If the Employer is satisfied that the Tenderer or any person is being an employee, partner, director, member or shareholder of the Tenderer or a person acting on behalf of or with the knowledge of the Tenderer has offered, promised or given a bribe or other gift or remuneration to any person in connection with obtaining or execution of a Contract;</p> <ul style="list-style-type: none"> <li>a) has acted in a fraudulent or corrupt manner in obtaining or executing a Contract;</li> <li>b) has approached an officer or employee of the Employer with the object of influencing the award of a Contract in the Tenderer's favour;</li> <li>c) has entered into any agreement or arrangement, whether legally binding or not, with any other person, firm or company;</li> <li>d) to refrain from Tendering for this Contract;</li> <li>e) as to the amount of the Tender to be submitted by either party;</li> <li>f) has disclosed to any other person, firm or company other than the Employer, the exact or approximate amount of his proposed Tender except where the disclosure, in confidence, was necessary in order to obtain insurance premium and surety quotations required for the preparation of the Bid.</li> </ul> <p>The Employer may, in addition to using any other legal remedies, repudiate the Bid or declare the Contract invalid should it have been concluded already.</p> <p><b>F. South African Jurisdiction</b></p> <p>The laws of the Republic of South Africa shall be applicable to each Contract created by the acceptance of a Tender and each Tenderer shall indicate a place in the Republic and specify it in his Tender as his domicilium citandi et executandi where any legal process may be served on him.</p> <p>Each Tenderer shall bind her/ himself to accept the jurisdiction of the Courts of Law of South Africa.</p> <p><b>G. Amendments to Tender by Employer</b></p> <p><b>a) Arithmetical Errors</b></p> <p>The Employer shall check and correct arithmetical errors for responsive Tenders in the following manner as per CIDB guideline (Ref: Practice # 2, version 1 – August 2006):</p> <ul style="list-style-type: none"> <li>i. Where there is a discrepancy between the amounts in figures and in words, the amount in words shall govern.</li> <li>ii. If the pricing (or bills of quantities or schedule of quantities or schedule of rates) apply and there is an error in the line item total resulting from the product of the unit rate and the quantity, the line item total shall govern, and the rate shall be corrected. Where there is an obviously gross misplacement of the decimal point in the unit rate, the line item total as quoted shall govern, and the unit rate shall be corrected.</li> <li>iii. Where there is an error in the total of the prices either as a result of other corrections required by this checking process or in the bidder's addition of prices, the total of the prices shall govern and the tenderer will be asked to revise selected item prices (and their rates if bills of quantities apply) to achieve the tendered total of the Prices.</li> </ul> <p><b>b) Imbalance in Tender Rates</b></p>

Clause number	Tender Data
	<p>In the event of there being Tendered rates or lump sums being declared by the Employer to be unacceptable to him because they are either excessively low or high or not in proper balance with other rates or lump sums, the Tenderer may be required to produce evidence and advance arguments in support of the tendered rates or lump sums objected to. If, after submission of such evidence and any further evidence requested, the Employer is still not satisfied with the tendered rates or prices objected to, s/he may request the Tenderer to amend these rates and prices along the lines indicated by him.</p> <p>The Tenderer will then have the option to alter and/ or amend the rates and lump sums objected to and such other related amounts as are agreed on by the Employer, but this shall be done without altering the total tendered sum.</p>



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MISA/DWSMP/EC/035/2025/26

### APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER FOR THE DEVELOPMENT OF WATER AND SANITATION OPERATIONS AND MAINTENANCE PLAN FOR MAKANA LOCAL MUNICIPALITY

## RETURNABLE DOCUMENTS

### T2.1 LIST OF RETURNABLE DOCUMENTS

#### A. Documentation to demonstrate eligibility to have tenders evaluated

The required documentation as listed in **Clause 4.1 of T1.2 Tender Data**, must be submitted along with the tender for determining the eligibility of the tender.

**Failure to provide these documents (A) shall result in the tenderer's tender not being evaluated.**

#### B. Returnable schedules required for tender evaluation purposes

The tenderer must complete the following returnable schedules as relevant, which are attached here with the tender documents.

1. SBD 1 - Invitation to Bid
2. SBD 4 - Declaration on Interest
3. SBD 6.1 – Preference Points claim form
4. Samples of CSC000 sector coders Sworn Affidavits- A. EMEs and B. QSES (For tenderers with no B-BBEE Certificates)
5. CSD report Annexure
6. Tender's certificates Annexure
7. Resolution for Signatory
8. Certificate of Joint Ventures

9. Schedule 1: Experience of the tenderer

10. Schedule 2: Experience of key person

**C. Other documents contained herein in the tender documents required for tender evaluation purposes as listed below.**

1. Record of Addenda to Tender Documents

2. Proposed Amendments and Qualifications

**D. Documentation that will be used for evaluation and to incorporate into the contract, if the tender offer resulted in an award**

1. The offer portion of C1.1 Form of offer and acceptance

2. Part 2 of C1.2 Contract data relevant to tenderer

3. C2.2 Price List

## T2.2 RETURNABLE SCHEDULES

### 1. PART A – INVITATION OF BID

SBD 1

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>					
BID NUMBER:	MISA/DWSMP/EC/035/2025/26		CLOSING DATE:	06 MARCH 2026	
DESCRIPTION:	APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER FOR THE DEVELOPMENT OF WATER AND SANITATION OPERATIONS AND MAINTENANCE PLAN FOR MAKANA LOCAL MUNICIPALITY				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	Ms. Dineo Kau		CONTACT PERSON	Mr. Sinawo Nzuzo	
TELEPHONE NUMBER	0128485300		TELEPHONE NUMBER	0128485300	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	tenders@misa.gov.za		E-MAIL ADDRESS	tenders@misa.gov.za	
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX]		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX]	
	<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					
1 ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSURE PROOF]		2 ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, COMPLETE QUESTIONNAIRE BELOW]
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A BRANCH IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

## PART B – TERMS AND CONDITIONS TERMS AND CONDITIONS FOR BIDDING

### 1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

### 2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE.”

## 2. SBD 4 - BIDDER'S DISCLOSURE

### 1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

### 2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....  
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

<sup>1</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

2.3.1 If so, furnish particulars:

.....  
.....

### 3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder

<sup>2</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

### 3. SBD 6.1: PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, BIDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE BID AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022.**

---

#### 1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and

1.2 To be completed by the organ of state

- The applicable preference point system for this bid is the 80/20 preference point system
- The 80/20 preference point system will be applicable in this bid. The lowest/ highest acceptable bid will be used to determine the accurate system once bids are received.

1.3 Points for this bid (even in the case of a bid for income-generating contracts) shall be awarded for:

- Price; and
- Specific goals

1.4 To be completed by the organ of state:

The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

#### 2. DEFINITIONS

- “Ownership”** means the percentage ownership and control, exercised by individuals within and enterprise;
- “bid”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive bidding process or any other method envisaged in legislation;
- “price”** means an amount of money bided for goods or services, and includes all applicable

taxes less all unconditional discounts;

- (d) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (e) **“bid for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and;
- (f) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

### 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1 POINTS AWARDED FOR PRICE

### 3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20                    or                            90/10

$$P_S = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_S = 90 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

$P_{\min}$  = Price of lowest acceptable bid

### 3.2 FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

### 3.2.1 POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20

$$Ps = 80 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

Where

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

P<sub>max</sub> = Price of highest acceptable bid

#### 4. POINTS AWARDED FOR SPECIFIC GOALS

4.1 In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the bid. For the purposes of this bid the bidder will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this bid:

4.2 In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the bid documents, stipulate in the case of—

- (a) an invitation for bid for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable bid will be used to determine the applicable preference point system; or
- (b) any other invitation for bid, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable bid will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

**Table 1: Specific goals for the bid and points claimed are indicated per the table below.**

**Note to bidders: The bidder must indicate how they claim points for each preference point system.)**

<b>The specific goals allocated points in terms of this bid</b>	<b>Number of points allocated (80/20 system) (To be completed by the organ of state)</b>	<b>Number of points claimed (80/20 system) (To be completed by the bidder)</b>
Who are women (51% or more)	3	
Who is a youth (18 to 35 years) (51% or more owned)	10	
Location of enterprise (local equals province)	2	
B-BBEE status level contributors from level 1 to 2 which are QSE or EME	5	
<b>Total scored points</b>	<b>20</b>	

#### **DECLARATION WITH REGARD TO COMPANY/FIRM**

4.3 Name of company/firm.....

4.4 Company registration number: .....

4.5 **TYPE OF COMPANY/ FIRM**

- Partnership/Joint Venture / Consortium
- One-person business/sole proprietor
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

[TICK APPLICABLE BOX]

4.6 I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the bid, qualifies the company/firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the bidding process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution, if deemed necessary.

.....  
**SIGNATURE(S) OF BIDER(S)**

**SURNAME AND NAME:** .....

**DATE:** .....

**ADDRESS:** .....

**4. SAMPLES OF GENERIC SECTOR CODERS SWORN AFFIDAVITS-  
A. EMES AND B. QSES (FOR TENDERERS WITH NO B-BBEE  
CERTIFICATES SWORN AFFIDAVIT - TEMPLATES**

**(IF APPLICABLE, CHOOSE THE CORRECT FORM AND COMPLETE)**

**NB:CHOOSE ONE i.e EME or QSE!!!!)**

## B-BBEE EXEMPTED AFFIDAVIT FOR EXEMPTED MICRO ENTERPRISES (EME)

I, the undersigned,

Full name & Surname	
Identity number	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a Member / Director / Owner of the following enterprise and am duly authorized to act on its behalf.

Enterprise Name:			
Trading Name (If Applicable):			
Registration Number:			
Enterprise Physical Address:			
Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):			
Nature of Construction Business:	BEPs (Built Environment Professional)	Contractor	Supplier
Definition of "Black People"	<p>As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 "Black People" is a generic term which means Africans, Coloureds and Indians –</p> <p>(a) Who are citizens of the Republic of South Africa by birth or descent; or</p> <p>(b) Who became citizens of the Republic of South Africa by naturalization-</p> <ul style="list-style-type: none"><li>i. Before 27 April 1994; or</li><li>ii. On or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date</li></ul>		

3. I hereby declare under Oath that as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,

- The Enterprise is \_\_\_\_\_ % Black Owned
- The Enterprise is \_\_\_\_\_ % Black woman Owned
- The Enterprise is \_\_\_\_\_ % Owned by Black Designated Group (provide Black Designated Group Breakdown below as per the definition in the table above)
  - o Black Youth % \_\_\_\_\_ %

- Black Disabled % \_\_\_\_\_ %
- Black Unemployed % \_\_\_\_\_ %
- Black People living in Rural areas % \_\_\_\_\_ %
- Black Military Veterans % \_\_\_\_\_ %

Based on the Financial Statements/Management Accounts and other information available on the latest financial year-end of \_\_\_\_\_ (DD/MM/YY), the annual Total Revenue was equal to/or less than the applicable amount confirmed **by ticking the applicable box below**.

Contractor / Consultancy	R10 million	
Supplier	R10 million	

*If the turnover exceeds the applicable amount in the table above then this affidavit is no longer applicable and an EME certificate must be obtained from a rating agency accredited by SANAS or when applicable a B-BBEE Verification Professional Regulator appointed by the Minister of Trade and Industry.*

Please confirm on the table below the B-BBEE level contributor, **by ticking the applicable box**.

100% Black Owned	<b>Level One</b> (135% B-BBEE procurement recognition level)	
At least 51% Black Owned but less than 100% black owned	<b>Level Two</b> (125% B-BBEE procurement recognition level)	
Less than 51% black owned	<b>Level Four</b> (100% B-BBEE procurement recognition level)	

4. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter.
5. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Commissioner of Oaths  
Signature & stamp

Date: \_\_\_\_\_

**5. CSD REPORT ANNEXURE - PROOF OF REGISTRATION ON THE NATIONAL TREASURY CENTRAL SUPPLIER DATABASE (CSD REPORT)**

(ATTACH HERE)

## **6. VALID CERTIFICATES OF A TENDERER**

**(ATTACH HERE)**

## **7. RESOLUTION FOR SIGNATORY**

### **A: CERTIFICATE OF AUTHORITY FOR SIGNATORY**

Signatory for companies shall confirm their authority hereto by attaching a duly signed and dated copy of the relevant resolution of the board of directors to this form or on company letter head.

An example is given below:

"By resolution of the board of directors passed at a meeting held on \_\_\_\_\_

Mr/Ms \_\_\_\_\_, whose signature appears below, has been duly authorised to sign all documents in connection with the tender for Contract No. \_\_\_\_\_

and any Contract which may arise there from on behalf of (Block Capitals) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SIGNED ON BEHALF OF THE COMPANY: \_\_\_\_\_

IN HIS/HER CAPACITY AS: \_\_\_\_\_

DATE: \_\_\_\_\_

SIGNATURE OF SIGNATORY: \_\_\_\_\_

### **WITNESSES:**

DIRECTOR (NAMES)		SIGNATURE	

If you cannot complete this form, attach a separate sheet (in a company letter head, project specific and signed by all directors):

## 8. CERTIFICATE OF AUTHORITY FOR JOINT VENTURES

This Returnable Schedule is to be completed by joint ventures.

We, the undersigned, are submitting this tender offer in Joint Venture and hereby authorise Mr/Ms .....  
....., authorised signatory of the company .....  
....., acting in the capacity of lead partner, to sign all documents  
in connection with the tender offer and any contract resulting from it on our behalf.

<b>PROJECT TITLE</b>		
<b>SCMU NUMBER</b>	<b>MISA/DWSMP/EC/035/2025/26</b>	
<b>NAME OF FIRM</b>	<b>ADDRESS</b>	<b>DULY AUTHORISED SIGNATORY</b>
Lead partner: ..... .		Signature. ....  Name ..... Designation.....
..... .		Signature. ....  Name ..... Designation.....
..... .		Signature. ....  Name ..... Designation.....
..... .		Signature. ....  Name ..... Designation.....

## **9. EVALUATION SCHEDULE 1: EXPERIENCE OF THE TENDERER 40 points**

### **9.1 Requirements**

The experience of the tenderer as a company (as opposed to key staff members) in development of water and sanitation operations and maintenance plans, water and sanitation masterplans and or water and sanitation infrastructure asset management plans, in the last 10 years.

The information shall be within the previous 10 years and must only include completed projects prior to closing date for submissions.

### **9.2 Points Scoring**

Points will be allocated per project as per the table below;

*Table : Project points allocation*

No	Project Value	Points per Project
a)	R500 000 – R800 000	4 points
b)	R800 001 to R1 500 000	7 points
c)	R1 500 001 and above	10 points

### **9.3 Means of verification**

Signed completion letters with contactable references on the client's letterhead should be included for each project for ease of reference. Only projects with completion letters will be evaluated.

### **9.4 Listing of Completed Projects**

Tenderers are requested to list a maximum of four (4) highest value projects including contactable references by completing SCHEDULE OF COMPLETED PROJECTS appended to this schedule on the next page.



**SCHEDULE OF COMPLETED PROJECTS**

No	Name and Brief Description of the Project	Value in Rands R'000	Date		Name of employer	Employer	
			Started	Completed		Contact Person	
						Name and Surname	Tel. No
1.							
2.							
3.							
4.							

MISA reserves the right to verify all information presented by the tenderer.

**TENDERERS ARE REQUESTED TO COMPLETE THE ABOVE TABLE AND REFRAIN FROM REFERING THE COMPLETION THEREOF TO AN ATTACHMENTS. PLEASE ATTACH ONLY INFORMATION REQUESTED IN THIS TENDER.**

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Name: \_\_\_\_\_ Capacity: \_\_\_\_\_

Name of the Firm: \_\_\_\_\_

**10. EVALUATION SCHEDULE 2: EXPERIENCE OF THE KEY PERSONNEL RESPONSIBLE FOR THE MANAGEMENT OF THE PROJECT AND THE PROJECT TEAM [60 POINTS]**

**10.1 Summary**

The total 60 points for key personnel is allocated as follows;

• Contracts Manager - Civil Engineer	= 20
• Civil Technologist	= 15
• Mechanical or Electrical Technologist	= 15
• Environmentalist/ Scientist:	= 10
Total	= 60

**10.2 Requirements**

The experience of the key personnel who will be responsible for the execution of the project activities, processes, the coordination, administration and management of resources on the project will be evaluated in relation to the scope of work from four different points of view:

- 1) The education, training, skills and experience and knowledge of issues which are pertinent to the scope of work.
- 2) General experience (total duration of work activity), level of education and training and positions held
- 3) Professional Registration with the recognized relevant professional bodies such as ECSA
- 4) The minimum requirements for qualifications and experience for the Contract Manager are as follows;

No	Key Personnel	Minimum Qualifications	Minimum Experience
1	Contracts Manager - Civil Engineer	B Sc/ B Eng/ B Tech / B Eng Tech in Civil Engineering  Registered with ECSA as a Professional Engineer or Technologist	10 years post-graduation

**NB: The tenderer will be disqualified if the proposed Team Leader does not meet the minimum qualifications and experience stated in the table above.**

**10.3 Means of verification**

Attach proof of qualifications, brief CV's and where applicable proof of professional registration for key personnel listed.

**10.4 Listing of key personnel**

Tenderers are requested to list key personnel by completing SCHEDULE OF KEY PERSONNEL appended to this schedule on the next page.

**10.5 Scoring**

The scoring of the experience of key person staff will be as per the table below:

<b>Key Personnel</b>	=	<b>60 Total Points</b>
<b>1. Contracts Manager - Civil Engineer</b>	=	<b>(20 points)</b>
<b>1.1 Requirements</b>		
Minimum Qualification B Sc/ B Eng/ B Tech / B Eng Tech in Civil Engineering, Registered Engineer (Pr.Eng / Pr.Tech Eng. registration with ECSA) Minimum experience post-graduation - 10 years		
<b>1.1.1 Qualifications</b>	=	<b>10 points</b>
• B Tech/ B Eng Tech Degree in Civil Engineering.	=	6 points
• BSc/ B Eng Degree in Civil Engineering	=	10 points
<b>1.1.2 Experience</b>	=	<b>10 points</b>
• 10 to below 12 years	=	6 points
• 12 to below 15 years	=	8 points
• 15 years and above	=	10 points
<b>2. Civil Technologist</b>	=	<b>15 points</b>
<b>2.1 Requirements</b>		
Minimum Qualification BTech/ BEng Tech Degree Civil Engineering Registered Eng Technologist (Pr.Tech Eng registration with ECSA) Minimum experience post-graduation - 5 years		
<b>2.1.1 Qualifications</b>	=	<b>5 points</b>
• B Tech/ BEng Tech Degree in Civil Engineering	=	5 points
<b>2.1.2. Experience</b>	=	<b>10 points</b>
• 5 to below 7 years	=	5 points
• 7 to below 10 years	=	7 points
• 10 years and above	=	10 points
<b>3. Mechanical or Electrical Technologist</b>	=	<b>20 points</b>
<b>3.1 Requirements</b>		
Minimum Qualification BTech/ BEng Tech Degree in Mechanical or Electrical Engineering Registered Eng Technologist (Pr.Tech Eng registration with ECSA) Minimum experience post-graduation - 5 years		
<b>3.1.1 Qualifications</b>	=	<b>5 points</b>
• B Tech/ BEng Tech Degree in Mechanical or Electrical Engineering (NQF Level 7)	=	5 points
<b>3.1.2. Experience</b>	=	<b>10 points</b>
• 5 to below 7 years	=	5 points
• 7 to below 10 years	=	7 points
• 10 years and above	=	10 points
<b>4. Environmentalist/ Scientist</b>	=	<b>15 points</b>
<b>4.1 Requirements</b>		
Minimum Qualification bachelor's degree in environmental studies or Natural Sciences Registered Professional Sci Nat. registration with <b>SACNASP</b> Minimum experience post-graduation - 5 years		
<b>4.1.1. Qualifications</b>	=	<b>5 points</b>
• Bachelor's degree in environmental studies or Natural Sciences	=	5 points
<b>4.1.2. Experience</b>	=	<b>5 points</b>
• 5 to below 7 years	=	3 points
• 7 to below 10 years	=	4 points
• 10 years and above	=	5 points

**MISA reserves the right to verify all information presented by the tenderer.**

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Name: \_\_\_\_\_

Capacity: \_\_\_\_\_

Name of the Firm: \_\_\_\_\_

**C. OTHER DOCUMENTS CONTAINED HEREIN IN THE TENDER DOCUMENTS  
REQUIRED FOR TENDER EVALUATION PURPOSES AS LISTED BELOW.**

**1 RECORD OF ADDENDA TO TENDER DOCUMENTS**

We confirm that the following communications received from the Employer before the submission of this tender offer, amending the tender documents, have been taken into account in this tender offer:

	Date	Title or Details
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Attach additional pages if more space is required.

Signed

Date

Name

Position

Tenderer

## 2 PROPOSED AMENDMENTS AND QUALIFICATIONS

The Tenderer should record any deviations or qualifications he may wish to make to the tender documents in this Returnable Schedule. Alternatively, a tenderer may state such deviations and qualifications in a covering letter to his tender and reference such letter in this schedule.

The Tenderer's attention is drawn to clause 5.8 of SANS 10845-3 regarding the employer's handling of material deviations and qualifications.

Page	Clause or item	Proposal

Signed

Date

Name

Position

*Tenderer*



## MUNICIPAL INFRASTRUCTURE SUPPORT AGENT

Tender no.:MISA/DWSMP/EC/035/2025/26

### APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER FOR THE DEVELOPMENT OF WATER AND SANITATION OPERATIONS AND MAINTENANCE PLAN FOR MAKANA LOCAL MUNICIPALITY

## The Contract

Reference no.:

**Based on**

NEC 3: Engineering and Construction Contract (Professional Service Providers:  
Option A)

### PART C1: AGREEMENTS AND CONTRACT DATA

C1.1 Form of offer and acceptance

C1.2 Contract data

## FORM OF OFFER AND ACCEPTANCE

### OFFER

The *Employer*, identified in the Acceptance signature block, has solicited offers to enter into a contract for the provision of services as described in Part 1 of the Contract Data.

The tenderer, identified in the Offer signature block, has examined the documents listed in the Tender Data and addenda thereto as listed in the Returnable Schedules, and by submitting this Offer has accepted the Conditions of Tender.

By the representative of the tenderer, deemed to be duly authorised, signing this part of this Form of Offer and Acceptance, the tenderer offers to perform all of the obligations and liabilities of the *Contractor* under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the Contract Data.

**THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VAT AND EXPENSES**, calculated in accordance with the *conditions of contract as detailed hereunder*:

**Total Amount:** R \_\_\_\_\_ (in figure), (Rand \_\_\_\_\_

\_\_\_\_\_) (in word)

This Offer may be accepted by the *Employer* by signing the Acceptance part of this Form of Offer and Acceptance and returning one copy of this document including the Schedule of Deviations (if any) to the tenderer before the end of the period of validity stated in the Tender Data, or other period as agreed, whereupon the tenderer becomes the party named as the *Contractor* in the conditions of contract identified in the Contract Data.

Signature

Date:

Name

Capacity

**For the  
tenderer:**

Name &  
signature  
of witness

*(Insert name and address of  
organisation)*

Date

## **ACCEPTANCE**

By signing this part of this Form of Offer and Acceptance, the *Employer* identified below accepts the tenderer's Offer. In consideration thereof, the *Employer* shall pay the Contractor the amount due in accordance with the *conditions of contract* identified in the Contract Data. Acceptance of the tenderer's Offer shall form an agreement between the *Employer* and the tenderer upon the terms and conditions contained in this agreement and in the contract that is the subject of this agreement.

The terms of the contract, are contained in:

**Part C1** Agreements and Contract Data, (which includes this Form of Offer and Acceptance)

**Part C2** Pricing Data

**Part C3** Scope of Work

**Part C4** Site Information

and drawings and documents (or parts thereof), which may be incorporated by reference into the above listed Parts.

Deviations from and amendments to the documents listed in the Tender Data and any addenda thereto listed in the Returnable Schedules as well as any changes to the terms of the Offer agreed by the tenderer and the *Employer* during this process of offer and acceptance, are contained in the Schedule of Deviations attached to and forming part of this Form of Offer and Acceptance. No amendments to or deviations from said documents are valid unless contained in this Schedule.

The tenderer shall within two weeks of receiving a completed copy of this agreement, including the Schedule of Deviations (if any), contact the *Employer*'s agent (whose details are given in the Contract Data) to arrange the delivery of any securities, bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the *conditions of contract* identified in the Contract Data. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation of this agreement.

Notwithstanding anything contained herein, this agreement comes into effect on the date when the tenderer receives one fully completed original copy of this document, including the Schedule of Deviations (if any). Unless the tenderer (now *Contractor*) within five working days of the date of such receipt notifies the *Employer* in writing of any reason why he cannot accept the contents of this agreement, this agreement shall constitute a binding contract between the Parties.

Signature

Date:

Name(s) Ms Mapatane Kgomo  
Capacity Chief Executive Officer  
For the Municipal Infrastructure Support Agent  
Employer

**Schedule of Deviations**

1 Subject .....

Details .....

.....

.....

.....

2 Subject .....

Details .....

.....

.....

.....

3 Subject .....

Details .....

.....

.....

.....

4 Subject .....

Details .....

.....

.....

.....

5 Subject .....

Details .....

.....

.....

.....

By the duly authorised representatives signing this agreement, the *Employer* and the Tenderer agree to and accept the foregoing schedule of deviations as the only deviations from and amendments to the documents listed in the Tender Data and addenda thereto as listed in the returnable schedules, as well as any confirmation, clarification or changes to the terms of the offer agreed by the Tenderer and the *Employer* during this process of offer and acceptance.

It is expressly agreed that no other matter whether in writing, oral communication or implied during the period between the issue of the tender documents and the receipt by the tenderer of a completed signed copy of this Agreement shall have any meaning or effect in the contract between the parties arising from this agreement.



## MUNICIPAL INFRASTRUCTURE SUPPORT AGENT

MISA/DWSMP/EC/035/2025/26

### APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER FOR THE DEVELOPMENT OF WATER AND SANITATION OPERATIONS AND MAINTENANCE PLAN FOR MAKANA LOCAL MUNICIPALITY

#### C1.2 CONTRACT DATA

The Conditions of Contract are the NEC3 Professional Services Contract (Third edition of April 2013) published by the Institution of Civil Engineers (ICE), United Kingdom. It is assumed that the Tenderer is in possession of the Conditions of Contract or able to possess one.

Each item of data given below is cross-referenced to the clause in the NEC3 Professional Services Contract, which requires it. The Contract Data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the above referenced NEC3.

---

#### Part one - Data provided by the *Employer*

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##### 1 General

---

The conditions of the contract are the core clauses and the clauses for main Options

**A: Priced contract with bill of quantities**

Dispute resolution Option

**W1: Dispute resolution procedure**

And secondary Option

**X2: Changes in Law**

**X10: Employer's Agent**

**Z: Additional conditions of contract**

of the NEC 3

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10.1      *The Employer is*

Municipal Infrastructure Support Agent

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Physical Address:	Letaba House, Riverside Office Park 1303 Heuwel Avenue, Centurion, Pretoria 0046
Postal Address:	Private Bag X105, Centurion 0046
Telephone:	012 848 5300

---

11.2(7) The *Scope* is as given in section C3: Scope of works

12.2 The *law of the contract* is the law of the Republic of South Africa

13.1 The *language of this contract* is English

13.3 The *period of reply* is 2 weeks

## **2 The Parties' main responsibility**

---

22.1 If the Service provider subcontracts work, it should not be more than 25% of the total value of the contract.

## **3 Time**

---

30.1 The *starting date* is **14 days** after the date of issuance (exclusive) of the award letter unless otherwise agreed by the Parties.

11.2(2) The *completion date* for the whole of the services is **12 calendar months** after the start date.

31.1 The *Service Provider* submits programme with the tender according to the *Scope*, considering the *starting date* and *completion date*, which will be adjusted, if need be, based on proposed duration in the programme through consultation.

## **5 Payment**

---

50.1 The *assessment interval* is monthly on or before the **20<sup>th</sup>** day of each successive month.

50.3 The *expenses* stated by the *Employer* are

Item	Amount

<ul style="list-style-type: none"> <li>printing or reproduction of documents issued to the <i>Employer</i> or, where instructed by the <i>Employer</i>, to Others, other than general correspondence and minor reports</li> <li>covers and binding of documents issued to the <i>Employer</i> or, where instructed by the <i>Employer</i>, to Others other than general correspondence and minor reports</li> <li>maps, models and presentation materials required by the <i>Employer</i></li> </ul>	market related cost or in accordance with the latest Rates for Reimbursable expenses published on www.publicworks.gov.za/Service Providers
<ul style="list-style-type: none"> <li><b>Accommodation</b> where the services necessitates that staff identified in Part 2 of the Contract Data to be accommodated in Makana Local Municipality as identified by the <i>Employer</i> to perform the services authorised by the <i>Employer</i></li> </ul>	Cost limited to R 1 500 per person per day including bed and breakfast.
<ul style="list-style-type: none"> <li><b>Vehicle travel</b> from Identified District corresponding Identified Municipality to perform the services authorised by the <i>Employer</i></li> </ul>	in accordance with the latest Rates Department of Transport Department of Transport

51.1 The period within which the payments are made is **thirty** days from the date of receipt (exclusive) of the invoice.

51.2 The *currency of this contract* is the South African Rand.

The *interest rate* is the Prime lending rate of the *Employer*'s Bank.

## 6 Compensation events

## 7 Rights to material

No data required for this section of the *conditions of contract*.

## 80 Indemnity, insurance and liabilities

---

8.1 The amounts of insurance and the periods for which the *Consultant* maintains insurance are

Event	Cover	The period following Completion of the whole of the works or earlier termination
Risk of design deficiency and or errors for which events Professional Indemnity would cover.	R <b>One million</b> in respect of each claim, without limit to the number of claims	Until the end of the <i>defects date</i> .
Death of or bodily injury to employees of the <i>Consultant</i> arising out of and in the course of their employment in connection with this contract	That which is prescribed by the Compensation injuries and Diseases Act No. 130 of 1993 as amended and whatever the Service Provider deems desirable also  Amount of cover to match contract value	Until the end of the <i>completion date</i> .
All risk contract works		

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81.1 The *Employer* provides no insurance cover.

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81.2 The *Consultant* provides the certificate(s) from accredited insurer(s) or broker(s) of South Africa stating that the insurance(s) required by this contract are in force prior to the signing of the contract arising from the award.

## **9 Termination and dispute resolution**

No data required for this section of the *conditions of the contract*.

## **10 Data for main Option clause**

### **A Priced contract with activity schedule**

No data required for this section of the *conditions of the contract*.

## **11 Data for Option W1**

---

W1.1 The *Adjudicator* is the person selected by the Parties from the Panel of NEC Adjudicators set up by ICE-SA, a joint division of the Institution of Civil Engineers and the South African Institution of Civil Engineering (see [www.ice-sa.org.za](http://www.ice-sa.org.za)),

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W1.2(3) The *adjudicator nominating body* is the Chairman of ICE-SA, a Joint Division of the Institution of Civil Engineers and the South African Institution of Civil Engineering (see [www.ice-sa.org.za](http://www.ice-sa.org.za)).

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W1.4((2) The *tribunal* refers to a South African Court of Law

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## **12 Data for secondary Option clause(s)**

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### **Option X1 Price adjustment for Inflation**

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#### **X1.1 Contract Price Adjustments/Increases (CPA/CPI)**

No CPA or CPI will apply for this contract

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### **X2 Change in the law**

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X2.1 The *law of the project* is the law of the Republic of South Africa subject to the jurisdiction of the Courts of South Africa.

---

### **Option X7 Delay Damages**

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X7.1 The *delay damages* for completion of the wholes of the works are **R1,000.00** per calendar day

---

### **X10 Employer's Agent**

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X10.1 The *Employer's Agent* is

Chief Executive Officer (Or Designated MISA Official)

Ms Mapatane Kgomotso

Physical Address: Letaba House, Riverside Office Park

1303 Heuwel Avenue, Centurion, Pretoria 0046

Postal Address: Private Bag X105, Centurion 0046

Telephone: 012 848 5300

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### **Z Additional conditions of contract**

The *additional conditions of contract* are

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#### **Z1 Tax invoices**

**The Service Provider's invoice.**

Delete the first sentence of core clause 50.2 and replace with:

Invoices submitted by the *Service Provider* to the *Employer* include

the details stated in the *Scope/ Price Schedule* to show how the amount due has been assessed,  
and

the details required by the *Employer* for a valid tax invoice.

Delete the first sentence of core clause 51.1 and replace by:

---

The Employer makes each payment within **thirty** days from the date of receipt (exclusive) of the *Service Provider*'s invoice showing the details, which this contract requires or if a different period is stated in the Contract Data, within the period stated.

---

**Z2      Selection and appointment of the *Adjudicator***

Add the following paragraph to clause W.1.2(1)

Within 2 weeks after declaring a dispute and if the *Adjudicator* was not yet appointed with a previous dispute, the notifying Party notifies the other Party of the names of two persons he has chosen from the Panel of NEC Adjudicators set up by ICE-SA, a joint division of the Institution of Civil Engineers and the South African Institution of Civil Engineering (see [www.ice-sa.org.za](http://www.ice-sa.org.za)), whose availability to act as the *Adjudicator* the notifying Party has confirmed. The other Party selects one of the two persons chosen to be the *Adjudicator* within four days of receiving the notice, failing which the person chosen by the notifying Party will be the *Adjudicator* for the Contract. The Parties appoint the selected *Adjudicator* under the NEC3 Adjudicator's Contract, April 2013.

---

**Z3      Acts or omissions by mandatories**

In terms of Section 37(2) of the Occupational health and Safety Act of 1993 (Act 85 of 1993), the *Consultant* hereby agrees that the *Employer* is relieved of any and all of its liabilities in terms of Section 37(1) of this Act in respect of any acts or omissions of the *Consultant* and his employees to the extent permitted by this Act, and that this contract comprises the written agreement between the *Employer* and the *Consultant* contemplated in section 37(2).

---

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## Part two - Data provided by the *Consultant*

---

10.1      *The Consultant is*

Name: \_\_\_\_\_

Physical Address: \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Postal Address: \_\_\_\_\_ Post Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

---

22.1      *The Consultant's key persons are:*

1      Name: \_\_\_\_\_

Position in the Project Team: \_\_\_\_\_

Responsibilities:

Qualifications:

Physical Address: \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Postal Address: \_\_\_\_\_ Post Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

(Please use the table 1 below referring to this clause for detailing information for all key *Consultant's key persons* as indicated referred to **T2.2 Returnable schedules: Evaluation Schedule 2**

---

**Table 1: List of Key Personnel**

No	Role	Name and Surname	Qualification and date attained	Professional Registration and date registered	Reg. Number	Total Number of Experience
1	Contracts Manager - Civil Engineer					
2	Civil Technologist					
3	Mechanical or Electrical Technologist					
4	Environmentalist/ Scientist					

**Additional Personnel if Applicable**

No	Role	Name and Surname	Qualification and date attained	Professional Registration and date registered	Reg. Number	Total Number of Experience
1						
2						
3						
4						



## **Municipal Infrastructure Support Agent (MISA)**

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**MISA/DWSMP/EC/035/2025/26**

### **APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER FOR THE DEVELOPMENT OF WATER AND SANITATION OPERATIONS AND MAINTENANCE PLAN FOR MAKANA LOCAL MUNICIPALITY**

## **PRICING DATA**

### **C2.1 PRE-AMBLE OF THE PRICING SCHEDULE**

Pricing Assumptions mean the criteria as set out below, read together with all Parts of this contract document, which it will be assumed in the contract, that the tenderer has taken into account when developing his prices.

1. The short descriptions given in the Activity Schedule below are brief descriptions used to identify the activities for which prices are required. Detailed descriptions of the activities to be priced are provided in the Scope of Work. The detailed investigation report should be developed and focus on the items given in the scope of works. The PSP will be attending monthly progress report and will be held at Makana LM offices in Makhanda.
2. For the purpose of the Activity Schedule, the following words shall have the meanings hereby assigned to them:
  - **Unit:** The unit of measurement for each item of work as defined in the Standardized, Project or Particular Specifications
  - **Quantity:** The number of units of work for each item
  - **Rate:** The payment per unit of work at which the Bidder bids to do the work
  - **Amount:** The quantity of an item multiplied by the offered rate of the (same) item
  - **Sum:** An amount bidden for an item, the extent of which is described in the Bill of Quantities, the Specifications or elsewhere, but of which the quantity of work is not measured in units
  - **Provisional Sum:** is an allowance, usually estimated by the employer, that is inserted into the tender documents for a specific element of the works that is not yet defined in enough detail for tenderers to price. The Prov-Sum is calculated estimate which must not be exceeded.
  - **Percentage Fee:** The agreed fee for a service, the extent of which is described in the Scope of Work, expressed as a percentage of a construction contract value or part thereof.

3. A rate, sum, percentage fee and/or price as applicable, is to be entered against each item in the Activity Schedule. If a nil rate (i.e. "nil" or "0.00") is entered against an item, it will be considered that there is no charge for that particular item. **An item against which no rate (or rates, in the case of rate categories if provided) is/are entered, or if anything other than a rate or a nil rate (for example, a zero, a dash or the word "included" or abbreviations thereof) is entered against an item, it will also be regarded as a nil rate having been entered against that item, i.e. that there is no charge for that item.**
4. The rates, sums, percentage fees and prices in the Activity Schedule are to be fully inclusive prices for the work described under the several items. Such prices and rates are to cover all costs and expenses that may be required in and for the execution of the work described in accordance with the provisions of the Scope of Work, and shall cover the cost of all general risks, liabilities, and obligations set forth or implied in the Contract Data, as well as overhead charges and profit. Time based rates shall include for all payments to administrative, clerical and secretarial staff used to support professional and technical staff.
5. Where quantities are given in the Activity Schedule, these are provisional and do not necessarily represent the actual amount of work to be done. The quantities of work accepted and certified for payment will be used for determining payments due and not the quantities given in the Activity Schedule. In respect of time-based services, the allocation of staff must be agreed with the employer before such services are rendered.
6. Tenderers will note that the prices for some items are developed from a tendered fee expressed as a percentage of an estimated contract value (construction cost), or part thereof, which for tendering purposes, are given. Tenderers are required to insert their tendered percentage fee in the space provided. Where prices have been developed from a tendered fee, the final amount due to the Service Provider will be adjusted according to final construction contract values based on the percentage fee tendered.  
  
Only one (flat rate) percentage fee per item may be tendered. A percentage fee tendered on a sliding scale will make the tender non-responsive.
7. Where the estimated construction value is broken up into component parts for the purposes of determining fees in respect of different disciplines, the "make-up" of each component is described in the Scope of Work.
8. The following table shall be used for proportioning the tendered basic fee for normal services, for each discipline, over the various stages of the services:
9. Tendered time-based fees (where the unit of measurement is time based) shall be adjusted in terms of the Standard Professional Services Contract. All other rates, sums, percentage fees or prices (as applicable) tendered in the Activity Schedule shall be final and binding and shall not be subject to any variation throughout the period of the contract. This is due to the fact that the fee for normal services rendered is typically developed from a construction contract value which will be subject to escalation/contract price adjustment, and the Service Provider will benefit from adjustments in this regard. In developing any other rates, (excluding time based), tenderers must make allowance for annual increases.
10. The categories of persons (A, B, C, D) in respect of time-based fee rates for professional services shall be as defined in the relevant guideline scope(s) of services (as referenced in the Specifications).
11. A higher category person undertaking lower category work will be reimbursed, in respect of time-based fees, at the lower category rate.

12. Where a provisional sum has been provided in respect of additional assessment services, the service provider shall, when called upon to do so by the Employer, submit a proposal in respect of such assessment to the Employer for approval. The Service Provider is not entitled to claim the full provision in this regard, but shall rather submit a realistic proposal based on the requirements of the project, and as set out in the Scope of Work, which may be accepted, or rejected, at the sole discretion of the Employer.
13. Where provisional sums are provided in respect of services, etc., these amounts may be omitted in part or in full should the services, etc. not be required. Where services are to be sub-contracted out by the Service Provider, which do not exceed R200 000,00 (including VAT) in value, the Service Provider will typically be required to invite three quotations from suitably qualified sub-consultants/contractors. Where the subcontracted services are likely to exceed R200 000,00 (including VAT) in value, the Service Provider shall follow an open tender process in respect of this work. A mark up (extra over) in respect of all other costs, overhead charges and profit will be applicable in respect of all sub-contracted services not specifically itemised in the Activity Schedule.
14. Tenderers are to note that only those recoverable expenses listed in the Activity Schedule will be reimbursed to the Service Provider. No reimbursement of costs for subsistence, typing, printing/copying (other than reports and/or tender documents), communications or computer hardware and/or software will be made and these costs will be deemed to be included in rates, sums, percentage fees and prices for normal and additional services rendered.
15. Items for printing/copying shall be for specified contract documents, reports, manuals and drawings, excluding general correspondence, minor reports, progress reports, etc. which shall be deemed to be included in the professional fees. Payment will only be made for copies of reports and drawings submitted to the Employer or issued, as specified or requested by the Employer, and all drafts shall be for the Service Provider's account.
16. Full time construction monitoring staff shall be reimbursed for travelling expenses, for either the return office to site or return home to site journeys, whichever is the lesser. Part time construction monitoring staff shall be reimbursed for either the return office to site or return alternate site to site journeys, whichever is the lesser. Construction monitoring staff engaged in work outside of normal working hours shall be reimbursed for the return home to site journey. Staff other than construction monitoring staff shall only be reimbursed for travelling expenses in respect of trips exceeding 40km per journey (round trip). Payment shall only be made for that portion of the distance that exceeds 40 km.
17. The per kilometre rate for the reimbursement of travel expenses shall be limited to the ad-hoc duty transportation allowance for the Employer's own staff as adjusted from time to time. The monthly rates published by DPSA shall apply.
18. Tenderers are to note that the planning for this contract is based on a year budget. While the Employer has every intention to complete the full scope of works, the Employer reserves the right to reduce or increase the scope of works according to the dictates of the budget, or to terminate this contract, without adjustment to the agreed rates, sums or fees and without payment of any penalty or surcharge in this regard. The Service Provider shall however be entitled to pro-rata payment for all services carried out in terms of any adjustment to the Scope of Work or, in the case of termination, remuneration and/or reimbursement as described in Clause 8.4.4 of the Standard Professional Services contract.

19. If the Service Provider considers it necessary to employ the services of the safety specialist in order to execute duties as the client's agent in terms of the Occupational Health and Safety Act, 85 of 1993 and the Construction Regulations, 2014, should the Employer accept the tender, the cost thereof must be included in the fee tendered for this aspect of the project.
20. If the Service Provider deems it necessary to appoint a sub-consultant as Environmental Officer (EO), the cost thereof must be included in the fee tendered for this aspect of the project.
21. All charges in respect of attendance at meetings and the provision of secretarial and other office support services, shall be included in the tendered basic fee for normal services.
22. Where fractions of a cent occur in calculations of prices and amounts, they shall be rounded up/down to the nearest whole cent.
23. For any variations in rates of exchange, which shall be for the Employer's account in accordance with Clause 3.17 of the Contract Specific Data in Part C1.2 Contract Data, the Tenderer is specifically referred to the Contractor's obligation to take out forward cover. The schedule titled Price Basis for Imported Plant and Materials is attached hereto and must be completed by the Tenderer, if applicable, in conjunction with pricing the relevant items in the Activity Schedules.



## Municipal Infrastructure Support Agent (MISA)

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**MISA/DWSMP/EC/035/2025/26**

# **APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER FOR THE DEVELOPMENT OF WATER AND SANITATION OPERATIONS AND MAINTENANCE PLAN FOR MAKANA LOCAL MUNICIPALITY**

## **C2.2.1 THE ACTIVITY SCHEDULE**

A tenderer must quote all of the items of the Activity schedule.

Item No. 1 : Engineering Services - Provide engineering services as described in the Scope of Work in respect of the Municipality. **A breakdown of the prices must be shown in detail in Annexure A appended at the end of these Terms of Reference.**

### **1.1 : Basic Fee for Planning, Studies, Investigations, Assessments, and all relevant Professional Services**

No	Description	Unit	Quantity	Rate	Amount per deliverable (R.)
1	Project Initiation and Inception	Sum	1		
2	Situational Analysis of Water and Sanitation Infrastructure	Sum	1		
3	Condition of Infrastructure	Sum	1		
4	Systems for Managing Operation and Maintenance	Sum	1		
5	Mechanical and Electrical Engineering Management	Sum	1		
6	Water Quality and Environmental Management	Sum	1		
7	Health and Safety Management	Sum	1		

No	Description	Unit	Quantity	Rate	Amount per deliverable (R.)
8	Financial Management	Sum	1		
9	Human Resources Management	Sum	1		
10	Communication Management	Sum	1		
11	Emergency Response Plan	Sum	1		
12	Repairs and Refurbishment Requirements	Sum	1		
13	Action Plan	Sum	1		
14	Comprehensive Water and Sanitation Operations and Maintenance Plan	Sum	1		
15	Close Out and Handover	Sum	1		
<b>Sub-Total 1</b>					
<b>16. Reimbursements</b>					
16.1	Stakeholder workshops (payable based on actual cost)	Sum	1		
16.2	Subsistence and Travel	Sum	1		
<b>Sub-Total 2</b>					
<b>Add 15% V.A.T</b>					
<b>TENDER PRICE CARRIED FORWARD TO FORM OF OFFER AND ACCEPTANCE</b>					

I, the undersigned, do hereby declare that the above is a properly priced Activity Schedule forming part of this Contract Document upon which my/our tender for Tender No. **MISA/DWSMP/EC/035/2025/26**: APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER FOR THE DEVELOPMENT OF WATER AND SANITATION OPERATIONS AND MAINTENANCE PLAN FOR MAKANA LOCAL MUNICIPALITY has been based. If I/we have submitted a printed version of the Activity Schedule, I/we warrant that no amendments have been made to it from the original, other than amendments issued in any Addenda in terms of Clause F.3.2 in Part T1.2 Tender Data.

Signed: ..... Date: .....

Name: ..... Position: .....

Enterprise name: .....



## **MUNICIPAL INFRASTRUCTURE SUPPORT AGENT**

**MISA/DWSMP/EC/035/2025/26**

**APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER FOR THE DEVELOPMENT OF  
WATER AND SANITATION OPERATIONS AND MAINTENANCE PLAN FOR MAKANA LOCAL  
MUNICIPALITY**

### **PART C3: SCOPE OF WORK**

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<b>C3.3 SECTION C: MANAGEMENT .....</b>	<b>48</b>

## **PART C3: SCOPE OF WORK**

### **C3.1 DESCRIPTION OF THE WORKS AND SERVICES**

#### **3.1.1 Employer's Objectives**

MISA's objective is to appoint a Professional Service Provider for the development of a Water and Sanitation Operations and Maintenance Plan for Makana Local Municipality. MISA as the Employer intends to appoint a suitably experienced Professional Service Provider capable of undertaking successfully all the envisaged work in developing a detailed and credible Water and Sanitation Operations and Maintenance Plan.

It is essential that comprehensive and accurate information be at the disposal of the municipal officials, advisors and decision makers of the local authority to enable management to apply the available funds in the most efficient way and to the greatest advantage of the communities within the jurisdiction of the Makana Local Municipality. This is so in order to support the Makana Local Municipality in the development of Water Services Planning Policies and the Water Services Management System for Water Services Infrastructure (bulk and internal reticulation), operation and maintenance and revenue management.

**This bidding process is the endeavor to appoint 'Professional Services Provider' for the development of a Water and Sanitation Operations and Maintenance Plan for Makana Local Municipality as detailed here under. The Operations and Maintenance Plan must cover all the towns and villages governed by the Makana Local Municipality; that is, the town of Makhanda, as well as the villages of Aicedale, Seven Fountains, Riebeeck East and Fort Brown.**

#### **3.1.2 Background**

The Makana Local Municipality is a Category B Municipality located on the south-eastern seaboard, in the western part of the Eastern Cape Province. It is one of the seven municipalities under the jurisdiction of the Sarah Baartman District Municipality. Makana Municipality is strategically situated between two of the province's largest industrial centres; the cities of Port Elizabeth 120km to the west and East London 180km to the east. Both coastal cities are served by well-equipped container ports and have major airports linking them to Cape Town, Durban and Johannesburg.

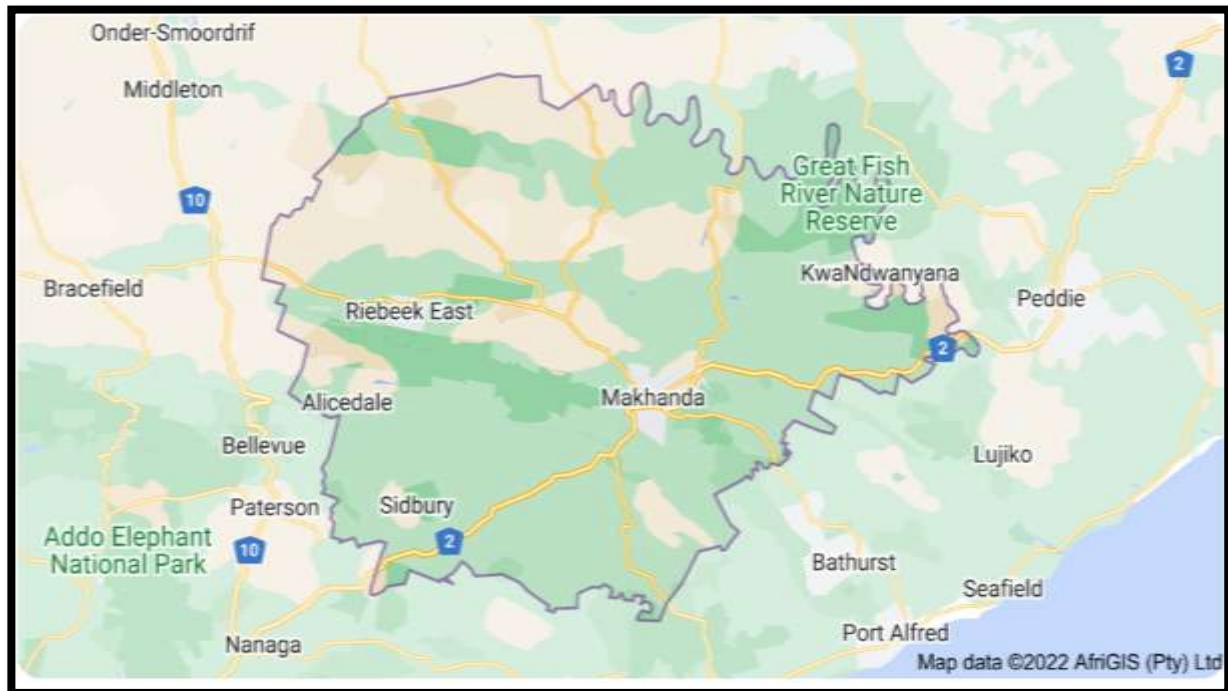
The Makana Municipal area has nearly a million hectares devoted to game. A range of public and private nature reserves span the area, from the world-famous Shamwari in the west to the magnificent Double Drift and Kwandwe Reserves in the east. The Makana Local Municipality governs the town of Makhanda as well as the towns and villages of Aicedale, Seven Fountains, Riebeeck East and Fort Brown.

Makhanda is the hub of the Makana Municipality and has more than 70 declared National Heritage Sites. One of these is the highest church spire in the country. Makhanda was founded in 1812 and is entrenched in historical events, from the 1820 Settlers to a 100-year-old university. It also hosts some of the oldest schools. It is the seat of Rhodes University, as well as other prominent and internationally acclaimed primary and high schools. Rhodes University is a 106-year-old internationally recognised institution with a well-established reputation for academic excellence.

According to Census 2022, Makana Municipality had a total population size of 97 815 people. The total population is estimated to increase to 102,593 by 2026, and to 108,898 by 2031 growing at an average annual rate of 1.2%.

### 3.1.3 Location of proposed project

The project area covers the entire jurisdiction of Makana Local Municipality as depicted below



### 3.1.4 Overview of the Works

The high-level overview of the works to be undertaken by the Professional Service Provider (PSP's) is for the purpose of assessment of the water and wastewater treatment works, pumpstations, water storage, and distribution and conveyance network infrastructures in the various water and sanitation schemes including all the relevant water and sanitation data. Analysis of the water and sanitation data and development of the water and sanitation operations and maintenance is the cornerstone of the overall works to be performed. The project duration is estimated not to **exceed 12 months**.

### 3.1.5 Extent of the works and services

The scope of work is further detailed below to clarify items to be addressed in the content of the report. The items are as follows;

#### 3.1.5.1. Project Initiation and Inception

The initial phase of this project is dedicated to establishing a clear and formal foundation for all subsequent activities. The appointed service provider is required to deliver a structured initiation process that defines the project's purpose and aligns all stakeholders from the outset. A well-executed inception phase is paramount for mitigating future risks and ensuring project success.

**3.1.5.1.1. Kick-off Meeting:** The service provider must facilitate a kick-off meeting with all relevant stakeholders to define project goals, confirm the scope of work, and establish communication protocols.

**3.1.5.1.2. Inception Report:** A detailed inception report is required, including the project methodology, work breakdown structure, project timeline with key milestones, resource allocation, and a risk management plan.

### **3.1.5.2. Situational Analysis of Water and Sanitation Infrastructure**

The Situational Analysis is a strategic and contextual review of the water and sanitation systems. It precedes the technical Condition Assessment to provide a holistic understanding of the operational and environmental landscape. This section is designed to inform the project team about the national and local context, providing the "why" and "where" before the "what" of the technical inspection.

**3.1.5.2.1. Baseline Data Collection:** The service provider must gather and analyze existing data related to the water and sanitation infrastructure, including network maps, asset registers, operational records, and maintenance history.

**3.1.5.2.2. Stakeholder Consultation:** Conduct interviews and workshops with key personnel, including engineers, technicians, and managers, to understand current operational challenges and processes.

**3.1.5.2.3. Legal and Regulatory Review:** A review of all relevant local, national, and international regulations, standards, and guidelines governing water and sanitation services is required to ensure the plan's compliance.

### **3.1.5.3. Condition Assessment of Infrastructure**

The Condition Assessment is a detailed, hands-on evaluation of the physical state of all critical water and sanitation assets. It is a data-driven process that provides the empirical basis for future repairs, refurbishment, and capital investments.

**3.1.5.3.1. Physical Inspections:** The service provider must perform on-site inspections of all key water and sanitation assets, including boreholes, pump stations, reservoirs, treatment plants, distribution networks, and sewer systems.

**3.1.5.3.2. Asset Categorization and Ranking:** Assets must be categorized by type and assessed for their current condition, structural integrity, and remaining useful life. A ranking system (e.g., critical, high, medium, low) should be used to prioritize maintenance and rehabilitation needs.

**3.1.5.3.3. Technical Report:** A comprehensive report detailing the condition of each asset, identifying defects, and providing photographic evidence is a key deliverable.

### **3.1.5.4. Systems for Managing Operation and Maintenance**

This deliverable requires the service provider to develop a comprehensive and systematic O&M program that serves as the daily operational guideline for the water and sanitation systems. This program ensures the sustained performance and longevity of all infrastructure assets.

**3.1.5.4.1. O&M Strategy:** Develop a detailed O&M strategy that includes both **preventive** and **corrective** maintenance schedules for all assets. The strategy should also cover routine inspections, cleaning protocols, and performance monitoring.

**3.1.5.4.2. Standard Operating Procedures (SOPs):** Create clear and concise SOPs for all critical operational tasks, such as pump operation, valve adjustments, chemical dosing, and emergency shutdowns.

**3.1.5.4.3. Maintenance Management System:** The service provider must recommend and, if required, help implement a suitable Computerized Maintenance Management System (CMMS) or a similar system for tracking work orders, managing spare parts, and generating reports.

### **3.1.5.5. Mechanical and Electrical Engineering Management**

This section requires the development of specialized management protocols for the mechanical and electrical systems that form the operational core of the water and sanitation infrastructure.

- 3.1.5.5.1. Asset-Specific Plans:** Develop specialized maintenance plans for mechanical components (pumps, motors, valves) and electrical systems (power supply, control panels, SCADA systems).
- 3.1.5.5.2. Energy Efficiency Audit:** Conduct an audit to identify opportunities for reducing energy consumption in water and sanitation operations, particularly at pump stations and treatment plants.
- 3.1.5.5.3. Spare Parts Inventory:** Establish a recommended inventory of critical spare parts to minimize downtime and ensure timely repairs.

### **3.1.5.6. Water Quality and Environmental Management**

The service provider shall develop a comprehensive Water Quality Management Plan (WQMP) that ensures the safety of the water supply and prevents pollution.

- 3.1.5.6.1. Monitoring Program:** The service provider must design a robust water quality monitoring program that includes sampling schedules, parameters to be tested, and reporting protocols to ensure compliance with quality standards.
- 3.1.5.6.2. Waste and Effluent Management:** Develop a plan for the safe and legal disposal of sludge, chemicals, and other waste products from treatment processes. This includes protocols for managing wastewater discharge to minimize environmental impact.
- 3.1.5.6.3. Environmental Risk Assessment:** Identify and assess potential environmental risks associated with the infrastructure and operations, such as spills or leaks, and propose mitigation measures.

### **3.1.5.7. Health and Safety Management**

The service provider shall develop a comprehensive Health and Safety Management Plan, in alignment with a Water Safety Plan (WSP) for drinking water and a Wastewater Risk Abatement Plan (WWRAP) for sanitation systems, both in accordance with Water Research Commission guidelines.

- 3.1.5.7.1. Risk Assessment:** The service provider must conduct a comprehensive health and safety risk assessment of all operational activities, taking into consideration from water sources to point of use and from point of use to effluent discharge.
- 3.1.5.7.2. Safety Procedures:** Develop and document specific safety procedures, including the use of personal protective equipment (PPE), lockout/tagout protocols, and emergency evacuation plans.
- 3.1.5.7.3. Training Plan:** Create a training plan for all personnel on health and safety protocols and procedures to ensure a safe working environment.

### **3.1.5.8. Financial Management**

The service provider shall develop a robust Financial Management Plan to ensure the long-term financial sustainability of the water and sanitation systems. This plan must integrate operational costs with capital investment needs.

- 3.1.5.8.1. O&M Budgeting:** Develop a detailed annual budget for operations and maintenance, including breakdowns for labor, materials, energy, and contractor services.
- 3.1.5.8.2. Cost Analysis:** Perform a life-cycle cost analysis for key assets to support long-term capital planning and investment decisions.
- 3.1.5.8.3. Financial Reporting:** Establish a framework for financial reporting that tracks expenditures

against the budget and provides metrics on the cost-effectiveness of O&M activities.

### **3.1.5.9. Human Resources Management**

The service provider shall develop a Human Resources Management Plan to ensure the municipality has the right staff with the right skills to effectively operate and maintain the systems.

- 3.1.5.9.1. Organizational Structure:** Propose an optimal organizational structure for the O&M team, outlining roles, responsibilities, and reporting lines in line with the Department of Water and Sanitation Guidelines and Norms and Standards.
- 3.1.5.9.2. Skills Assessment and Training:** Conduct an assessment of the current workforce's skills and identify gaps. Develop a training program to upskill staff and ensure they are competent to perform their duties.
- 3.1.5.9.3. Staffing Plan:** A staffing plan detailing the number and type of personnel required to effectively manage the operations is a key deliverable.

### **3.1.5.10. Communication Management**

The service provider shall develop a project-specific Communication Management Plan to define how information will be distributed to all stakeholders. This is a central function of project management, as a significant portion of a project manager's time is spent communicating.

- 3.1.5.10.1. Communication Protocols:** Establish clear communication protocols for internal teams and external stakeholders, including government bodies, the public, and emergency services.
- 3.1.5.10.2. Reporting Framework:** Develop a framework for regular performance reporting, including key performance indicators (KPIs) for O&M activities and service delivery.
- 3.1.5.10.3. Public Awareness Plan:** A plan for communicating with the public regarding service disruptions, water quality updates, or other relevant information.

### **3.1.5.11. Emergency Response Plan**

The service provider shall develop a comprehensive Emergency Response Plan (ERP) in accordance with regulatory requirements, such as those from the Department of Water and Sanitation and Water Research Commission Guidelines. The ERP must detail strategies and procedures for preparing for and responding to incidents that threaten the delivery of safe water.

- 3.1.5.11.1. Risk Identification:** Identify potential emergencies, such as power outages, main pipe bursts, chemical spills, or contamination events.
- 3.1.5.11.2. Response Protocols:** Develop detailed, step-by-step protocols for responding to each type of emergency. This should include roles and responsibilities, contact lists, and resource allocation.
- 3.1.5.11.3. Monitoring and Review Plan:** A schedule for conducting emergency monitoring and a plan for a regular review and update of the emergency response plan.

### **3.1.5.12. Repairs and Refurbishment Requirements**

The service provider shall specify a data-driven strategy for repairing and refurbishing infrastructure assets, shifting from reactive maintenance to a planned, proactive approach.

- 3.1.5.12.1. Prioritized Plan:** Based on the condition assessment (Deliverable 3), develop a prioritized plan for all necessary repairs, refurbishments, and asset replacements.
- 3.1.5.12.2. Cost Estimates:** Provide detailed cost estimates for all identified repair and refurbishment

projects including proposed funding strategy.

**3.1.5.12.3. Implementation Strategy:** Propose an implementation strategy for the repairs, including recommended phasing and project management oversight.

### **3.1.5.13. Action Plan**

The service provider shall develop a detailed, phased implementation schedule that transforms the O&M Plan from a conceptual document into an actionable set of tasks and responsibilities.

**3.1.5.13.1. Phased Implementation:** A consolidated, phased action plan is required, which integrates all the findings from the previous deliverables into a single, cohesive roadmap for implementing the O&M Plan.

**3.1.5.13.2. Timelines and Milestones:** The action plan must include specific timelines, key milestones, and assigned responsibilities for each task.

### **3.1.5.14. Comprehensive Water and Sanitation Operations and Maintenance Plan**

The service provider shall consolidate all preceding deliverables into a single, comprehensive, and cohesive O&M Manual. This document will serve as the single source of truth for the O&M of the water and sanitation systems.

**3.1.5.14.1. Executive Summary:** An executive summary highlighting the key findings, recommendations, and action plan is mandatory.

**3.1.5.14.2. Final Document:** The culmination of all previous deliverables will be the final, single, comprehensive Water and Sanitation Operations and Maintenance Plan. This document must be professionally formatted, easy to navigate, and include all annexures, drawings, layouts and supporting documentation.

### **3.1.5.15. Close Out and Handover**

The service provider shall execute a formal close-out process to ensure the successful transfer of all project assets, documentation, and responsibilities to the client.

**3.1.5.15.1. Handover Meeting:** A final meeting to formally hand over all deliverables and documentation to the client's team.

**3.1.5.15.2. Knowledge Transfer:** The service provider must ensure a structured knowledge transfer to the client's personnel to ensure they are fully capable of implementing and managing the plan.

**3.1.5.15.3. Final Report:** A final close-out report summarizing the project's outcomes, lessons learned, and recommendations for future improvements.

## **3.1.6 Project Deliverables**

The deliverables are derived from Item 3.1.5 above, and broadly summarized as follows;

- 1) Project Initiation and Inception Report
- 2) Introduction
- 3) Situational Analysis of Water and Sanitation Infrastructure
- 4) Condition Assessment of Infrastructure
- 5) Systems for Managing Operation and Maintenance
- 6) Mechanical and Electrical Engineering Management

- 7) Water Quality and Environmental Management
- 8) Health and Safety Management
- 9) Financial Management
- 10) Human Resources Management
- 11) Communication Management
- 12) Emergency Response Plan
- 13) Repairs and Refurbishment Requirements
- 14) Action Plan
- 15) Project Close-out

### **Additional Deliverables**

The PSP shall submit monthly reports based on the deliverables. These reports will be reviewed by the Project Steering Committee comprising of MISA, District and local municipality and other stakeholders.

Reporting requirements will be guided by the scope of works major activities (See C3.1), more detailed reporting and schedule time will be finalised with the successful Service Provider/s during the contract negotiation and project inception stage.

The following reports need to be generated by the service provider in agreed format:

- Weekly reports during the first month indicating progress on achievements and identified challenges requiring urgent attention.
- Monthly reports on the 25<sup>th</sup> day of each month.
- Draft Operations and Maintenance Plan Report
- Final Operations and Maintenance Plan Report
- Any other reports as and when required by MISA.

#### **3.1.7 Legislative Requirements**

The PSP must conduct due diligence and will be responsible to obtain all the required authorizations from the relevant authorities, including, but not limited to;

- General Authorization (Makana Local Municipality)
- Environmental Impact Assessment (if required)
- Any 'wayleaves' required (Local Municipality, SANRAL, etc.)
- Compliance with the OHS Act regulations (Rates to include for risk assessment specific to field assessments on existing infrastructure components.)

Furthermore, the PSP shall comply will all legislation as prescribed by the Department of Labour, Occupational Health and Safety Act and Department of Environmental Affairs.

## **C3.2 GENERAL REQUIREMENTS**

### **3.2.1 Management requirements**

- a) The PSP will work strictly under the management of a Project Management Team (PMT) led by the MISA Provincial Manager for the Eastern Cape Province. All other project administrative related issues will be managed by MISA and payment certificates will be submitted to the MISA National office in Pretoria through the MISA Provincial Manager for the Eastern Cape, after approval of completed works.
- b) The PSP shall in providing the professional services observe all statutes, by-laws and associated regulations and industry norms established in relevant South African national standards published in terms of the Standards Act of 2008 or standards recommended by professional associations.

## **C3.3 MANAGEMENT**

### **3.3.1 General**

The PSP shall:

- a) Provide a monthly progress report covering the Scope or Works.
- b) Be required to participate in regular progress meetings with the client and other stakeholders.
- c) Be required to organise all relevant stakeholder meetings/ engagements/ workshops for purposes of achieving the expected project deliverables

### **3.3.2 Health and safety**

The Contractor shall manage health and safety in accordance with the latest edition of the Occupational Health and Safety Regulations.

### **3.3.3 Programme**

The PSP shall develop a programme for the project for approval by the Project Manager according to the requirements of the form of contract stated in the Contract Data.

### **3.3.5 Reporting**

The PSP shall report on the socio-economic indicators such as jobs created and employment of local labour e.g EPWP.

### **3.3.6 Communications**

All communications with the Employer which are made in terms of the contract should be made using the standard templates provided by MISA.

### **3.3.7 Invoices**

Invoices submitted shall be a Tax invoices. The invoice shall comply with requirements, if any, established by the Employer.

### **3.3.8 Project Duration**

MISA has envisaged completion of the project would require maximum **12 months**. The bidders are to propose their plan of completion. The project implementation plan must include at least the followings in a Gantt chart form:

- a. Tasks/ activities against each deliverable.
- b. Milestones to be achieved
- c. Responsibility (proposed human resources / personnel)

- d. Duration with start and end dates
- e. Bar chart showing duration and links among the tasks

### **3.3.9. Monitoring And Evaluation**

MISA or its nominee reserves the right to monitor and evaluate the progress and outcome of this intervention.

Each milestone phase achieved in this intervention will be approved by MISA before the next step is implemented.

### **4.3.10. Project Assumptions And Risk**

The intended success of the project is found on the assumptions that certain conditions will exist. MISA will provide leadership and co-ordinate management functions to ensure that collaboration and integration processes and requirements are stream-lined across the different spheres of government.

### **3.3.11. Logistic Support**

All logistics including travelling and subsistence should be included in the PSP cost estimates. PSP pricing must include all meetings which will be mainly monthly meetings plus quarterly reporting to PSC.



## MUNICIPAL INFRASTRUCTURE SUPPORT AGENT

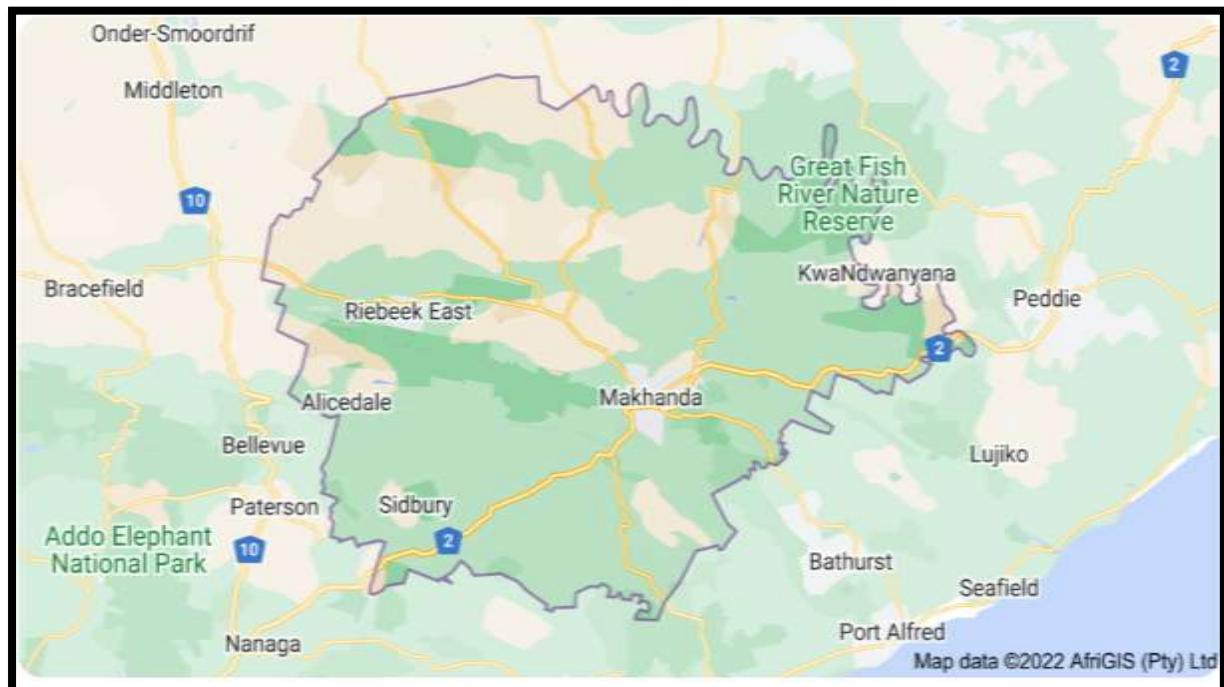
MISA/DWSMP/EC/035/2025/26

### APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER FOR THE DEVELOPMENT OF WATER AND SANITATION OPERATIONS AND MAINTENANCE PLAN FOR MAKANA LOCAL MUNICIPALITY

## PART C4: SITE INFORMATION

### C4.1 Locality Plan

The locality map of the project site is as shown below;





## **ANNEXURE A: BREAKDOWN OF COSTS OF QUOTED PRICE FOR WORKING OUT BID COMPARATIVE PRICE**

### **A. Assumptions**

Number of working hours per day = 8 hours;

Number of working days per year = 230 days

**B. Cost details for deliverables and Activities (TEMPLATE TO BE USED)**

<b>Deliverable and Activity Number &amp; Description</b>	<b>Position Name of Resources in the proposed project Team</b>	<b>Duration of Activity over 12 months (Days)</b>	<b>Commitment % of resource</b>	<b>Equivalent person Days</b>	<b>Daily Rate (inclusive of all cost, except VAT) (Rand)</b>	<b>Total cost per person (inclusive of all cost, except VAT) (Rand)</b>
<b>DELIVERABLE 1: Project Initiation and Inception</b>						
ACTIVITY __:	Contracts Manager -Civil Engineer					
	Civil Technologist					
	Mechanical or Electrical Technologist					
	Environmentalist/ Scientist					
	<b>Others (Defined by Tenderer, e.g. sub-contractors, etc.)</b>					
<b>DELIVERABLE 1 TOTAL</b>						
<b>DELIVERABLE 2: Situational Analysis of Water and Sanitation Infrastructure</b>						
ACTIVITY __:	Contracts Manager -Civil Engineer					
	Civil Technologist					
	Mechanical or Electrical Technologist					
	Environmentalist/ Scientist					
	<b>Others (Defined by Tenderer, e.g. sub-contractors, etc.)</b>					
<b>DELIVERABLE 2 TOTAL</b>						

Deliverable and Activity Number & Description	Position Name of Resources in the proposed project Team	Duration of Activity over 12 months (Days)	Commitment % of resource	Equivalent person Days	Daily Rate (inclusive of all cost, except VAT) (Rand)	Total cost per person (inclusive of all cost, except VAT) (Rand)
<b>DELIVERABLE 3: Condition Assessment of Infrastructure</b>						
ACTIVITY __:	Contracts Manager -Civil Engineer					
	Civil Technologist					
	Mechanical or Electrical Technologist					
	Environmentalist/ Scientist					
	<b>Others</b> (Defined by Tenderer, e.g. sub-contractors, etc.)					

Deliverable and Activity Number & Description	Position Name of Resources in the proposed project Team	Duration of Activity over 12 months (Days)	Commitment % of resource	Equivalent person Days	Daily Rate (inclusive of all cost, except VAT) (Rand)	Total cost per person (inclusive of all cost, except VAT) (Rand)
<b>DELIVERABLE 5: Mechanical and Electrical Engineering Management</b>						
ACTIVITY __:	Contracts Manager -Civil Engineer					
	Civil Technologist					
	Mechanical or Electrical Technologist					
	Environmentalist/ Scientist					
	Others (Defined by Tenderer, e.g. sub-contractors, etc.)					

<b>Deliverable and Activity Number &amp; Description</b>	<b>Position Name of Resources in the proposed project Team</b>	<b>Duration of Activity over 18 months (Days)</b>	<b>Commitment % of resource</b>	<b>Equivalent person Days</b>	<b>Daily Rate (inclusive of all cost, except VAT) (Rand)</b>	<b>Total cost per person (inclusive of all cost, except VAT) (Rand)</b>
<b>DELIVERABLE 7: Health and Safety Management</b>						
ACTIVITY __:	Contracts Manager -Civil Engineer					
	Civil Technologist					
	Mechanical or Electrical Technologist					
	Environmentalist/ Scientist					
	<b>Others (Defined by Tenderer, e.g. sub-contractors, etc.)</b>					
<b>DELIVERABLE 7 TOTAL</b>						
<b>DELIVERABLE 8: Financial Management</b>						
ACTIVITY __:	Contracts Manager -Civil Engineer					
	Civil Technologist					
	Mechanical or Electrical Technologist					
	Environmentalist/ Scientist					
	<b>Others (Defined by Tenderer, e.g. sub-contractors, etc.)</b>					

<b>Deliverable and Activity Number &amp; Description</b>	<b>Position Name of Resources in the proposed project Team</b>	<b>Duration of Activity over 18 months (Days)</b>	<b>Commitment % of resource</b>	<b>Equivalent person Days</b>	<b>Daily Rate (inclusive of all cost, except VAT) (Rand)</b>	<b>Total cost per person (inclusive of all cost, except VAT) (Rand)</b>
<b>DELIVERABLE 8 TOTAL</b>						
<b>DELIVERABLE 9: Human Resources Management</b>						
ACTIVITY __:	Contracts Manager -Civil Engineer					
	Civil Technologist					
	Mechanical or Electrical Technologist					
	Environmentalist/ Scientist					
	<b>Others</b> (Defined by Tenderer, e.g. sub-contractors, etc.)					
<b>DELIVERABLE 9 TOTAL</b>						
<b>DELIVERABLE 10: Communication Management</b>						
ACTIVITY __:	Contracts Manager -Civil Engineer					
	Civil Technologist					
	Mechanical or Electrical Technologist					
	Environmentalist/ Scientist					
	<b>Others</b> (Defined by Tenderer, e.g. sub-contractors, etc.)					

<b>Deliverable and Activity Number &amp; Description</b>	<b>Position Name of Resources in the proposed project Team</b>	<b>Duration of Activity over 18 months (Days)</b>	<b>Commitment % of resource</b>	<b>Equivalent person Days</b>	<b>Daily Rate (inclusive of all cost, except VAT) (Rand)</b>	<b>Total cost per person (inclusive of all cost, except VAT) (Rand)</b>
<b>DELIVERABLE 10 TOTAL</b>						
<b>DELIVERABLE 11: Emergency Response Plan</b>						
ACTIVITY __:	Contracts Manager -Civil Engineer					
	Civil Technologist					
	Mechanical or Electrical Technologist					
	Environmentalist/ Scientist					
	<b>Others</b> (Defined by Tenderer, e.g. sub-contractors, etc.)					
<b>DELIVERABLE 11 TOTAL</b>						
<b>DELIVERABLE 12: Repairs and Refurbishment Requirements</b>						
ACTIVITY __:	Contracts Manager -Civil Engineer					
	Civil Technologist					
	Mechanical or Electrical Technologist					
	Environmentalist/ Scientist					
	<b>Others</b> (Defined by Tenderer, e.g. sub-contractors, etc.)					
<b>DELIVERABLE 12 TOTAL</b>						

<b>Deliverable and Activity Number &amp; Description</b>	<b>Position Name of Resources in the proposed project Team</b>	<b>Duration of Activity over 18 months (Days)</b>	<b>Commitment % of resource</b>	<b>Equivalent person Days</b>	<b>Daily Rate (inclusive of all cost, except VAT) (Rand)</b>	<b>Total cost per person (inclusive of all cost, except VAT) (Rand)</b>
<b>DELIVERABLE 13: Action Plan</b>						
ACTIVITY __:	Contracts Manager -Civil Engineer					
	Civil Technologist					
	Mechanical or Electrical Technologist					
	Environmentalist/ Scientist					
	<b>Others (Defined by Tenderer, e.g. sub-contractors, etc.)</b>					
<b>DELIVERABLE 13 TOTAL</b>						
<b>DELIVERABLE 14: Comprehensive Water and Sanitation Operations and Maintenance Plan</b>						
ACTIVITY __:	Contracts Manager -Civil Engineer					
	Civil Technologist					
	Mechanical or Electrical Technologist					
	Environmentalist/ Scientist					
	<b>Others (Defined by Tenderer, e.g. sub-contractors, etc.)</b>					
<b>DELIVERABLE 14 TOTAL</b>						

<b>Deliverable and Activity Number &amp; Description</b>	<b>Position Name of Resources in the proposed project Team</b>	<b>Duration of Activity over 18 months (Days)</b>	<b>Commitment % of resource</b>	<b>Equivalent person Days</b>	<b>Daily Rate (inclusive of all cost, except VAT) (Rand)</b>	<b>Total cost per person (inclusive of all cost, except VAT) (Rand)</b>
<b>DELIVERABLE 15: Close Out and Handover</b>						
ACTIVITY __:	Contracts Manager -Civil Engineer					
	Civil Technologist					
	Mechanical or Electrical Technologist					
	Environmentalist/ Scientist					
	<b>Others (Defined by Tenderer, e.g. sub-contractors, etc.)</b>					
<b>DELIVERABLE 15 TOTAL</b>						

# SUMMARY

DELIVERABLE NUMBER	DESCRIPTION	AMOUNT
DELIVERABLE 1	Project Initiation and Inception	
DELIVERABLE 2	Situational Analysis of Water and Sanitation Infrastructure	
DELIVERABLE 3	Condition Assessment of Infrastructure	
DELIVERABLE 4	Systems for Managing Operation and Maintenance	
DELIVERABLE 5	Mechanical and Electrical Engineering Management	
DELIVERABLE 6	Water Quality and Environmental Management	
DELIVERABLE 7	Health and Safety Management	
DELIVERABLE 8	Financial Management	
DELIVERABLE 9	Human Resources Management	
DELIVERABLE 10	Communication Management	
DELIVERABLE 11	Emergency Response Plan	
DELIVERABLE 12	Repairs and Refurbishment Requirements	
DELIVERABLE 13	Action Plan	
DELIVERABLE 14	Comprehensive Water and Sanitation Operations and Maintenance Plan	
DELIVERABLE 15	Close Out and Handover	

# SUMMARY

DELIVERABLE NUMBER	DESCRIPTION	AMOUNT
	a) Sub-Total 1 (Cost of Deliverables)	
	PLUS VAT 15%	
	(b) Sub-Total 2	
EXPENSES	a) Travel, accommodation and other related costs payable based on actual Cost- Excluding VAT	
	(c) Sub-Total 3 (Expenses)	
	PLUS VAT 15%	
	(d) Sub-Total 4	
	Grand Total (inclusive of VAT 15%) (b + d)	